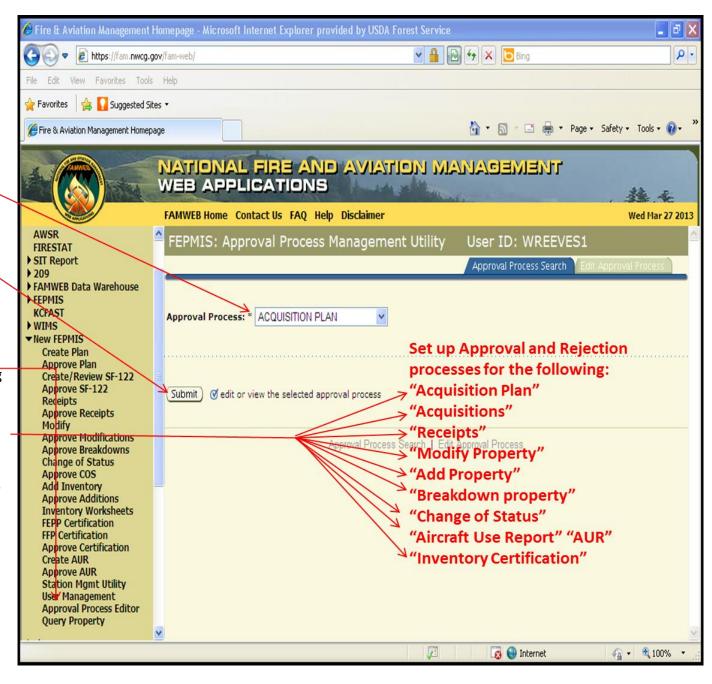
## New FEPMIS Approval Process editor

A Step by Step Guide For Use

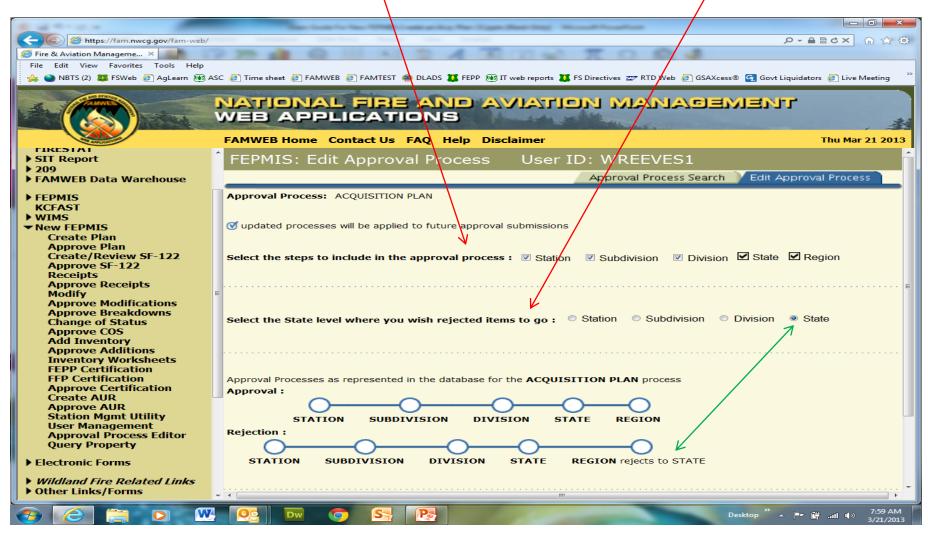
The Approval Process Editor allows you to approve and rejecting various requests in the database. Select the "Approval Process Editor" and select one of the modules to Edit from the drop down list.

Choose the one you wish to edit and click "Submit"

The levels for the Approval and the Rejection of requests should be set for each module in the drop down list. The processes can be different for each. If you do not set anything up in the **Approval Process** Editor, the Default is: everything will go to the State and then Federal. You cannot bypass State approval or Federal. If you are a State User you will not need to approve your own submission, it immediately goes to the Federal for approval.



Select which Levels should have **approval authority** and what level should receive requests **rejected** by the PMO. Set the process for each module listed on the previous slide. State and Region are mandatory and the minimum selections.



Notice all levels have been selected to approve, which means the lowest level sends their request to the next highest level for approval. **Rejections** are set to go back to the State only.